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INSTRUCTIONS

Approved For Release 2001/07/25: CIA-RDP57/00384R000500090009-1

- 1. A STATUS AND EFFICIENCY REPORT COVERING EACH CIVILIAN EMPLOYEE IN THE FIELD WILL BE RENDERED BY SUCH EMPLOYEE AND HIS OR HER IMMEDIATE SUPERVISOR ON 1 JUNE OF EACH YEAR ON THIS FORM. EACH EMPLOYEE WILL EXECUTE ITEMS 1 TO 8 INCLUSIVE. OF THE FORM AND DELIVER SAME TO HIS REPORTING OFFICER FOR COMPLETION OF THE EFFICIENCY RATING AND FORWARDING TO WASHINGTON HEADQUARTERS NOT LESS THAN 10 DAYS AFTER CLOSE OF REPORTING PERIOD.
 - A. THE REPORTING OFFICER IS DEFINED AS THE EMPLOYEE'S IMMEDIATE SUPERVISOR. IN OTHER YORDS THE PERSON WHO IS PRESUMABLY BEST ACQUAINTED WITH THE EMPLOYEE'S WORKING EFFICIENCY, HOWEVER, DEPINDING UPON CIRCUMSTANCES, THE CHIEF OF STATION MAY NOT WISH TO ENTRUST THE IMMEDIATE SUPERVISOR WITH THIS RESPONSIBLIFY. IN ANY CASE, THE CHIEF OF STATION WILL CHANGE OR MODIFY THE RATING OF THE REPORTING OFFICER WHEN SUCH CHANGES OR MODIFICATIONS ARE CALLED FOR. THE CHIEF OF STATION IS ULTIMATELY RISPONSIBLE FOR THE ACCURACY OF FACTS AND STATEMENTS WHICH APPEAR ON THE STATUS AND EFFICIENCY REPORT. IN MANY CASES, ESPECIALLY IN A SMALL UNIT, THE CHIEF OF STATION MAY WISH TO FILL OUT ALL THE REPORTS HIMSELF.
- 2. IN ADDITION TO THE ANNUAL REPORT, THE FOLLOWING SPECIAL REPORTS, UTILIZING THE SAME FORM, WILL BE RENDER-FD:
 - A. UPON COMPLETION OF FIRST NINETY (90) DAYS OF SERVICE AT A STATION.
 - B. UPON RELIEF OR REASSIGNMENT OF REPORTING SENIOR.
 - C. UPON DETERMINATION OR RECOMMENDATION THAT AN EMPLOYEE IN A FIELD STATION SHOULD BE REASSIGNED TO AN-UPON DETERMINATION OR RECOMMENDATION THAT AN EMPLOYEE IN A FIELD STATION SHOULD BE REASSIGNED TO ANOTHER STATION OR RETURNED TO U.S. FOR REASSIGNMENT OR OTHER DISPOSITION. SUCH REPORT WILL BE FORWARDED
 SO AS TO REACH THE WASHINGTON HEADQUARTERS AT THE EARLIEST POSSIBLE DATE AFTER SUCH REASSIGNMENT DETERMINATION IS MADE. IF POSSIBLE, THE REPORT SHOULD BE SENT IN AT LEAST THREE MONTHS PRIOR TO PROPOSED REASSIGNMENT IN ORDER THAT ALL TIME POSSIBLE MAY BE DEVOTED TO APPRAISAL AND EVALUATION. IF CONSIDERATION
 OF REASSIGNMENT IS BEING GIVEN WITHOUT EMPLOYEE'S KNOWLEDGE. ITEMS TO 6 WILL BE FILLED IN AS FAR AS
 POSSIBLE BY THE RATING OFFICER WITHOUT REFERRAL TO EMPLOYEE.
- 3. IN FAIRNESS TO THE INDIVIDUAL BEING RATED AND IN THE INTEREST OF THE GOVERNMENT, THE IMPORTANCE OF CAREFUL-Ly prepared and accurate efficiency reports cannot be overstressed. The following basic principles of rating should ALWAYS BE KEPT IN MIND:
 - A. ALWAYS BASE YOUR JUDGMENT ON:
 - (1) WHAT YOU HAVE OBSERVED THE INDIVIDUAL DO OR FAIL TO DO.
 - (2) TYPICAL PERFORMANCE. NOT ON AN ISOLATED STRIKING INCIDENT.
 - (3) EXAMPLES RELEVANT TO THE CHARACTERISTIC UNDER CONSIDERATION.
 - (A) THE EFFICIENCY REPORT IS TO BE USED TO RATE ALL CIVILIAN EMPLOYEES. BUT REPORTING OFFICERS SHOULD BEAR IN MIND THAT DIFFERENT STANDARDS PREVAIL IN DIFFERENT ASSIGNMENTS WHEREAS IT IS NECESSARY, FOR EXAMPLE, THAT AN INTELLIGENCE OFFICER POSSESS INITIATIVE. THIS SAME TRAIT IS NOT ALWAYS DESIRABLE, EXCEPT IN A MINOR WAY, FOR A TYPIST, THE RATINGS AND EVALUATIONS SHOULD BE IN REFFERENCE TO THE JOB. THE ACTUAL WORK ASSIGNMENT FOR WHICH THE PARTICULAR EMPLOYEE IS BEING PAID, EVERY EFFORT SHOULD BE MADE TO ARRIVE AT A JUST ESTIMATE OF THE QUALITIES OF THE PERSON REPORTED ON FOR THE PERIOD COVERED BY THE REPORT. AVOID EXAGGERATION AND SUPERLATIVES. THEY DETRACT FROM THE VALUE OF A REPORT AND ARE UNFAIR TO OTHERS.
 - B. BIASED OPINIONS BASED ON PERSONAL LIKES AND DISLIKES MUST BE SCRUPULOUSLY AV)IDED. SHOULD BE BORNE IN MIND THAT THE PREPARATION OF EFFICIENCY REPORTS IS AN IMPORTANT FUNC-TION OF ALL SUPERVISORS OF EMPLOYEES, AND THE ACCURATE AND TRUE EVALUATIONS EXPRESSED THEREIN ARE A DIRECT REFLECTION UPON HIS OWN ABILITY AND QUALIFICATION FOR THE POSITION HE HOLDS.
 - C. NO REPORTS WILL BE RENDERED COVERING PERIODS OF LESS THAN 60 DAYS OBSERVED SERVICE.
- REPORTS WILL NORMALLY BE CLASSIFIED CONFIDENTIAL: HOWEVER, THE CLASSIFICATION MAY BE RAISED IF DEEMED AD-VISABLE BY RATING OFFICER.
 - REPORTS WILL NEVER BE SHOWN TO THE EMPLOYEE REPORTED ON.

DISPOSITION OF REPORTS

- REPORTS WILL BE FORWARDED TO THE APPROPRIATE BRANCH CHIEF IN WASHINGTON HEADQUARTERS WITHIN TEN (10) DAYS AFTER THE CLOSE OF THE REPORTING PERIOD.
- IF THE REPORTING OFFICER IS THE CHIEF OF STATION, REPORTS WILL BE FORWARDED BY HIM TO THE APPROPRIATE BRANCH CHIEF IN WASHINGTON HEADQUARTERS.
- 3. IF THE REPORTING OFFICER IS NOT THE CHIEF OF STATION, THE REPORT WILL BE REFERRED TO THE NEXT IN COM-Mand for review and finally to the chief of station for forwarding to washington headquarters.

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